

Management System Description: Safeguards & Security

Subject Area:

Program Management and Support

Management System Owner: John Sattler

Subject Matter Expert: Pat Vent or Shaun Meadows

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1.0 Introduction

This subject area description provides procedures for the administration of applicable elements of the Environmental Management Consolidated business Center (EMCBC) Safeguards and Security Program. Program Management topical areas include Foreign Ownership, Control & Influence determinations, establishing and terminating facility clearances, accepting Facility Security Officer appointments of contractors and preparing Site Security Plans and performing security self assessments.

Facility clearances provide eligibility to, access, receive, generate, reproduce, store, transmit, or destroy classified information or classified matter. They are also required for facilities involved with the possession and handling of Special Nuclear Material (SNM), other hazardous material presenting a potential radiological, chemical, or biological sabotage threat, or U.S. Department of Energy (DOE) property worth more than \$5 million.

This subject area also addresses activities performed to ensure that a cleared facility maintains an adequate security posture. These activities include security surveys and self-assessments, as well as their associated finding identification, tracking, resolution, and closure actions.

2.0 Contents

The Table below identifies the Procedures used to implement a Safeguards and Security Program to include the Program Oversight and Contractor Assurance duties of EMCBC.

Procedures	Procedure Content
1. Addressing and Identifying Foreign Ownership, Control, or Influence (FOCI)	<ul style="list-style-type: none">• Identify security requirements• Obtain required FOCI documentation in hardcopy or ensure that electronic submission of FOCI material has occurred

	<ul style="list-style-type: none"> • Await determination form the servicing FOCI Program Office
2. Developing Reviewing and Approving Site Security Plans (SSP's) or Site Safeguards & Security Plans (SSSP's)	<ul style="list-style-type: none"> • After reviewing draft SSPs or SSSPs for sufficiency, submit documents to CSA for final approval
3. Terminating Registrations	<ul style="list-style-type: none"> • Submit associated Contract Security Classification Specification (CSCS) to the Cognizant Security Authority (CSA) for processing
4. Appointing a Facility Security Officer(FSO)	<ul style="list-style-type: none"> • Verify Access Authorization of FSO • Ensure security training has been completed • Updating the Facility Data and Approval Record (FDAR)
5. Establishing Access Authorizations for Key Management Personnel and Exclusion	<ul style="list-style-type: none"> • Submit appropriate paperwork to establish and maintain Access Authorizations
6. Conducting Assessments	<ul style="list-style-type: none"> • Perform appropriate planning activities • Conduct the self-assessment • Track and resolve findings and other identified weaknesses

3.0 Exhibits/Forms

- [DOE F 470.1](#), Contract Security Classification Specification
- [DOE F 470.2](#), Facility Data and Approval Record
- [DOE F 470.8](#), Survey/Inspection Report Form
- [Exhibit A](#), Certificate of Non-Possession of Classified Matter
- [Exhibit B](#), Certificate of Possession
- [Exhibit C](#), Security Activity Closeout Certification
- [Exhibit D](#), Non-Possessing Security Plan

4.0 Related Information

- [DOE P 470.1A](#), Safeguards and security Program
- [DEAR 952](#), Solicitation Provisions and Contract Clauses
- [DOD 5220.22-M](#), National Industrial Security Program Operating Manual
- [Executive Order 12958](#), As Amended, Classified National Security Information
- [FOCI Electronic Submission Web Site](#)
- [Facility Security Officer \(FSO\) Orientation Course](#) (PHY-210DB)
- [Atomic Energy Act of 1954](#)

5.0 Requirements

Document	Title
DEAR 952.204-73	Facility Clearance
DOE O 471.6	Information Security
DOE O 473.3	Protection Program Operations
10 CFR 1046	Physical Protection of Security Interests
DOE O 472.2	Personnel Security
DOE O 142.3A	Unclassified Foreign Visits and Assignments Program

6.0 [Definitions](#)